



**BOARD OF COUNTY COMMISSIONERS'  
(BOCC) CONCURRENCE FORM**

This form must be completed for all staff reports being prepared for BOCC meetings/public hearings and is the cover sheet for the staff report. The original (single-sided) staff report needs to be submitted to the County Manager's Office one (1) week in advance of the scheduled presentation date. For Closed Sessions please submit the original (single-sided) and 8 (double-sided copies) of the staff report.

**To: Office of the County Manager**

**From (Name & Division):** Thomas J. Meunier, P.E., Director

**Date:** 04/03/12

**Phone#:** 301/600-1494 (Crystal)

**E-mail Address:** cchamberlain@frederickcountymd.gov

**Staff Report Topic:**

*(The text provided here will also be reflected on the meeting agenda and county's website.)*

Potential Sale of 117 E. Church Street

**Requested Meeting Date (mm/dd/yr):** April 12, 2012

**Est. Presentation Time:** 10 min

**Type of Meeting:**

*(Click to place a check mark in the following appropriate boxes.)*

☐ Administrative Business *(The Consent Agenda Committee determines which items are eligible for the consent agenda.)*

☒ Worksession      ☐ Closed Session      ☐ Public Hearing (a.m. ☐ or p.m. ☐)

☐ BOCC/BOE Mtg.      ☐ County/Municipalities Mtg.

☐ Power Point Presentation

**Board Action Desired:**      ☒ Decision      ☐ Guidance      ☐ Information

**Staff Report Review:**

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below :

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(Page 2)</u>
<input checked="" type="checkbox"/> Budget Officer	<u>CRH</u>	<u>4/4/12</u>	<u>N</u>
<input checked="" type="checkbox"/> Finance Director	<u>ld</u>	<u>4/5/12</u>	<u>N</u>
<input checked="" type="checkbox"/> County Attorney's Office	<u>RJM</u>	<u>4/4/12</u>	
<input checked="" type="checkbox"/> County Manager	<u>AM</u>	<u>4/5/12</u>	

**Other Reviewing Divisions/Agencies:***(Click to place a check mark in the following appropriate spaces.)*

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> <input type="checkbox"/> Animal Control			
<input type="checkbox"/> <input type="checkbox"/> Business Development & Retention			
<input type="checkbox"/> <input type="checkbox"/> Citizens Services			
<input type="checkbox"/> <input type="checkbox"/> Community Development			
<input type="checkbox"/> <input type="checkbox"/> Emergency Management			
<input type="checkbox"/> <input type="checkbox"/> Fire & Rescue Services			
<input type="checkbox"/> <input type="checkbox"/> Health Services			
<input type="checkbox"/> <input type="checkbox"/> Human Resources			
<input type="checkbox"/> <input type="checkbox"/> Interagency Information Technologies			
<input type="checkbox"/> <input type="checkbox"/> Internal Audit			
<input type="checkbox"/> <input type="checkbox"/> Parks & Recreation			
<input type="checkbox"/> <input type="checkbox"/> Public Works			
<input type="checkbox"/> <input type="checkbox"/> Transit Services			
<input type="checkbox"/> <input type="checkbox"/> Utilities & Solid Waste Management			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			

**Elected Officials or Independent Agencies:**

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> <input type="checkbox"/> Board of Education			
<input type="checkbox"/> <input type="checkbox"/> Board of Elections			
<input type="checkbox"/> <input type="checkbox"/> Board of License Commissioners			
<input type="checkbox"/> <input type="checkbox"/> Citizens Care & Rehabilitation Center/ Montevue Assisted Living			
<input type="checkbox"/> <input type="checkbox"/> Frederick Community College			
<input type="checkbox"/> <input type="checkbox"/> Frederick County Public Libraries			
<input type="checkbox"/> <input type="checkbox"/> Sheriff's Office			
<input type="checkbox"/> <input type="checkbox"/> Social Services			
<input type="checkbox"/> <input type="checkbox"/> State's Attorney's Office			

**Comments:**1. From: \_\_\_\_\_ Date: \_\_\_\_\_2. From: \_\_\_\_\_ Date: \_\_\_\_\_3. From: \_\_\_\_\_ Date: \_\_\_\_\_4. From: \_\_\_\_\_ Date: \_\_\_\_\_5. From: \_\_\_\_\_ Date: \_\_\_\_\_



## PUBLIC WORKS DIVISION FREDERICK COUNTY, MARYLAND

*Office of the Division Director*

118 North Market Street • Frederick, Maryland 21701  
301-600-1129 • FAX: 301-600-1808 • TTY: Use Maryland Relay  
[www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov)

### COMMISSIONERS

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve

David P. Gray

Kirby Delauter

### COUNTY MANAGER

David B. Dunn  
*County Manager*

### PUBLIC WORKS DIVISION

Thomas J. Meunier, P.E.  
*Division Director*

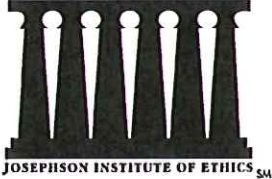
### Executive Summary

As a result of reorganizing and streamlining within Frederick County Government, the disposition of 117 E. Church Street is being considered. The site consists of one, two-story building with a gross building area of 8,434 square feet. Additionally, the structure has a link hallway that adjoins it to 115 E. Church Street building site. On March 9<sup>th</sup>, a request was made to the City to lift the current zoning and place a Mixed Use land use plan designation with an accompanying DB-Downtown Business zoning designation. This effort was undertaken with the thought of cooperatively marketing both 115-117 properties.

The BOE has completed the RFP process and by competitive bid, awarded the brokerage firm of McShea & Company to market the sale of 115 E. Church St., as well as 3 additional properties.

Staff recommends 'piggybacking' with the BOE contract as the most expeditious avenue to sell both 115 and 117 East Church properties.

### **CHARACTER COUNTS!**



TRUSTWORTHINESS • RESPECT  
RESPONSIBILITY • FAIRNESS  
CARING • CITIZENSHIP

CHARACTER COUNTS! and the Six  
Pillars of Character are service  
marks of the CHARACTER  
COUNTS! Coalition, a project of the  
Josephson Institute of Ethics.  
[www.charactercounts.org](http://www.charactercounts.org)





## PUBLIC WORKS DIVISION FREDERICK COUNTY, MARYLAND

*Office of the Division Director*

118 North Market Street • Frederick, Maryland 21701  
301-600-1129 • FAX: 301-600-2355 • TTY: Use Maryland Relay  
[www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov)

### COMMISSIONERS

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve

David P. Gray

Kirby Delauter

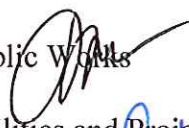
### COUNTY MANAGER


David B. Dunn


### PUBLIC WORKS DIVISION


Thomas J. Meunier, P.E.  
*Division Director*

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:** Thomas J. Meunier, P.E., Director, Division of Public Works 

**THRU:** Chuck Nipe, Department Head, Department of Facilities and Project Services 

**THRU:** Wayne Roach, Chief, Office of Property Management 

**THRU:** Crystal Chamberlain, Land Acquisition Coordinator, Office of Property Management 

**DATE:** April 2, 2012

**SUBJECT:** POTENTIAL SALE OF 117 E. CHURCH STREET

**ISSUE:** Should the Board of County Commissioners ("Board") approve the concept of 'piggybacking' with the Board of Education ("BOE") on the potential sale of 117 E. Church Street in tandem with the sale of 115 E. Church Street?

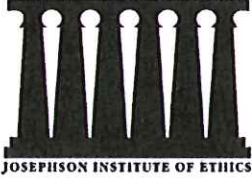
### BACKGROUND:

As a result of reorganizing and streamlining within Frederick County Government, the disposition of 117 E. Church Street is being considered. The site consists of one, two-story brick building with a gross building area of 8,434 square feet. Additionally, the structure has a link hallway that adjoins it to the 115 E. building site. Both buildings include limited rear parking spaces.

Currently the property is zoned Institutional Floating with an underlying zone of DR (Downtown Residential). On March 9<sup>th</sup>, a request was made to the City to lift the current zoning and place a Mixed Use land use plan designation with an accompanying DB-Downtown Business zoning designation. This effort was undertaken with the thought of cooperatively marketing both 115-117 properties which may ultimately make both properties more attractive to a purchaser who may look favorably upon controlling the entity of what can be viewed as a mini-block within a larger block, especially as it relates to a corner orientation on the alley for ease of access.

The BOE has completed the RFP process and by competitive bid, awarded the brokerage firm of McShea & Company to market the sale of 115 E. Church St. as well as 3 additional properties deemed as surplus properties. Based on the RFP, McShea has until early 2013 to complete the sale of these properties with a 3% commission.

### CHARACTER COUNTS!



TRUSTWORTHINESS • RESPECT  
RESPONSIBILITY • FAIRNESS  
CARING • CITIZENSHIP

CHARACTER COUNTS! and the Six  
Pillars of Character are service  
marks of the CHARACTER  
COUNTS! Coalition, a project of the  
Josephson Institute of Ethics.  
[www.charactercounts.org](http://www.charactercounts.org)

**RECOMMENDATION:**

Staff recommends 'piggybacking' with the BOE contract as the most expeditious avenue to sell both 115 and 117 East Church Street properties.

**FUNDING INFORMATION:**

Budget Implication                      No \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_

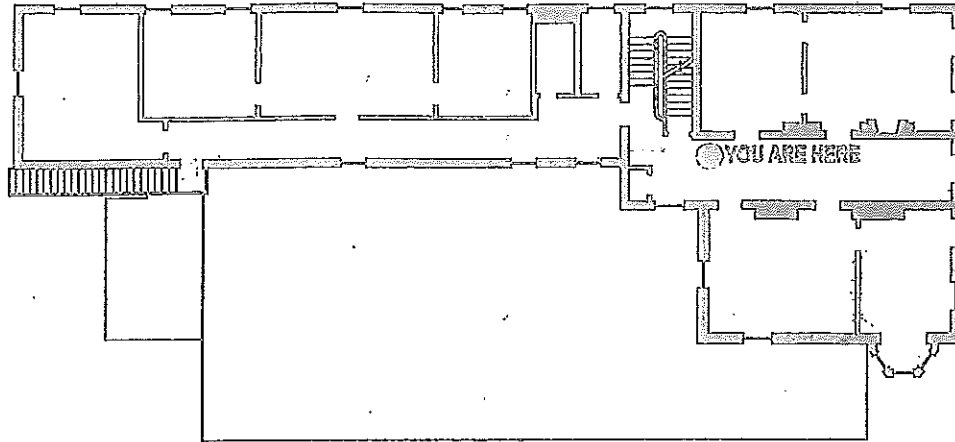
Name of Account:                      \_\_\_\_\_

Account Number(s)                      \_\_\_\_\_

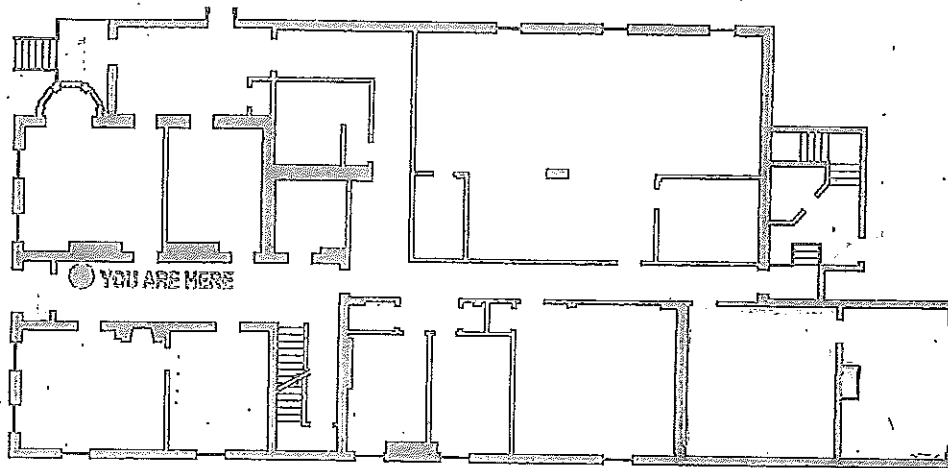




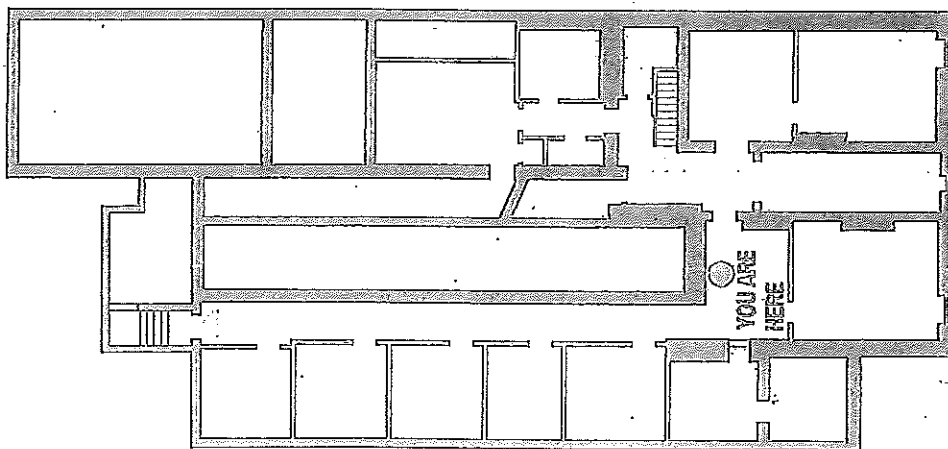
# IIT Building Floor Plan



117 EAST CHURCH STREET  
SECOND LEVEL



117 EAST CHURCH STREET  
FIRST LEVEL



117 EAST CHURCH STREET  
BASEMENT LEVEL



# FOR SALE

115 EAST CHURCH STREET  
FREDERICK • MARYLAND



**Sale Price: Negotiable\***

**Available: 28,390+/- Square Foot  
building on 18,800+/-  
Square Feet of land**

**Zoning: Institutional Floating Zone  
with Base DR  
(City of Frederick )**

\*Frederick County Public Schools is seeking viable offers for the site in anticipation of it being declared surplus and transferred to the Board of County Commissioners for disposition.

## Features

- In the heart of Frederick's thriving Historic Shopping and Dining District and just blocks from Carroll Creek Linear Park and Market Street
- Short walk to MARC Train and minutes from I-70 via the new East Street Extension
- Potential for a host of institutional users or unique multi-family redevelopment

**For information contact:**

Brad Benna  
(240) 566-1105  
bbenna@mcsheaco.com

Rusty McCabe  
(301) 417-1089  
rmccabe@mcsheaco.com

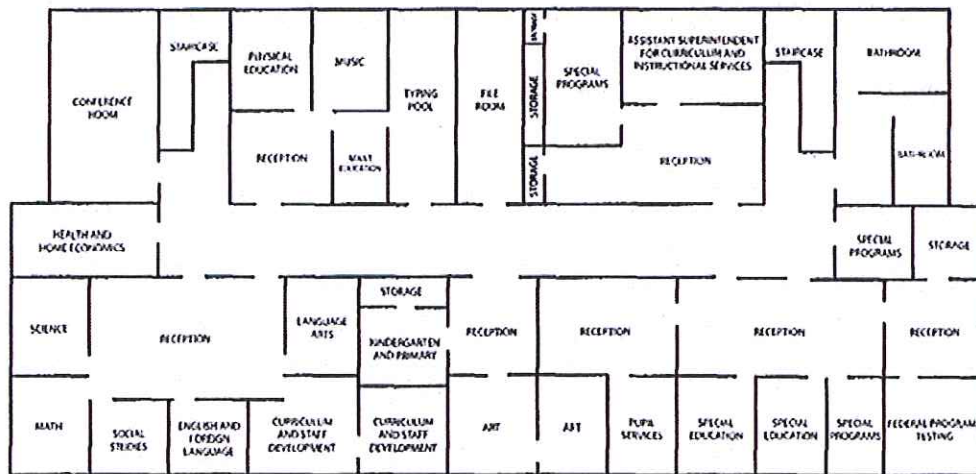


100 Lakeforest Boulevard, Suite 500 • Gaithersburg, MD • (301) 948-9870 • [www.mcsheaco.com](http://www.mcsheaco.com)

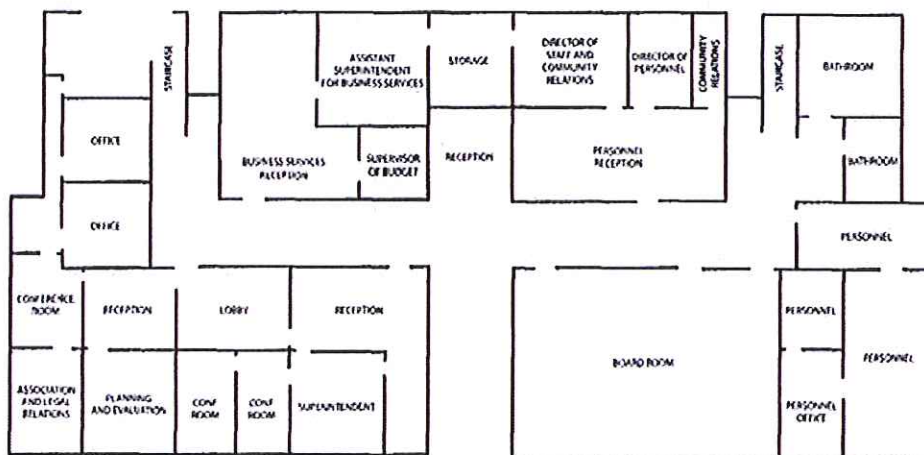


# FOR SALE

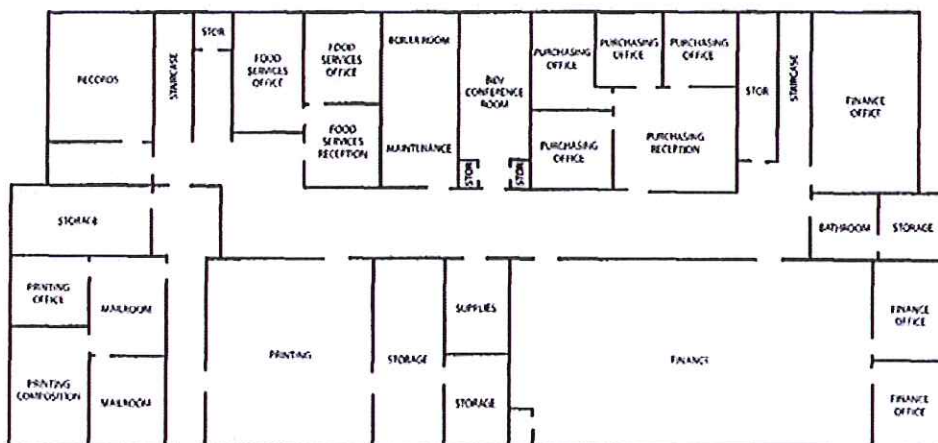
115 EAST CHURCH STREET  
FREDERICK · MARYLAND



Second Floor



First Floor



Ground Floor



100 Lakeforest Boulevard, Suite 500 · Gaithersburg, MD · (301) 948-9870 · [www.mcsheaco.com](http://www.mcsheaco.com)

# Technical Proposal

---

This Technical Proposal is being submitted for the following four (4) properties:

1. 115 East Church Street, Frederick, MD
2. 103 Prospect Street, Middletown, MD
3. 7516 Hayward Road (and Farmhouse on adjacent lot), Frederick, MD
4. 7630 Hayward Road, Frederick, MD

## A. Qualifications:

1. McShea & Company, Inc. is a privately owned, full service commercial real estate company founded in 1983. Our seven principals and 150 employees operate out of offices in Gaithersburg, Frederick, Hagerstown, and Columbia. We manage approximately 6.5 million square feet of space, and our 20 brokers complete in excess of 200 lease and sale transactions annually. We have been selected to represent some of the region's largest employers including Bechtel Power Corporation, State Farm Insurance, and Hughes Network Systems. We have also represented many local and national property owners including Natelli Communities, TA Associates Realty, Hood College, and Ausherman Development. McShea has completed lease and sale transactions with numerous public agencies including the Food and Drug Administration, the National Cancer Institute, the National Institutes of Health, the Department of Veterans Affairs, the Department of Agriculture, the Montgomery County Police Department, and the National Oceanographic and Atmospheric Agency. In our 27 years of business, we have been dedicated to full immersion in our primary markets of Frederick and Montgomery Counties. Given the obvious trend of businesses moving north up the I-270 Corridor over the past several years, our position in Montgomery County provides an unmatched synergy to our efforts in Frederick. To our knowledge, we are the only full service commercial brokerage company that maintains an office in both Frederick and Montgomery Counties. This unique mix of experience, breadth of knowledge, and geographic coverage has lead to success that is unmatched. By way of example, McShea & Company, Inc. recently represented Natelli Communities in the leasing of a 115,000 square foot build-to-suit to Banner Life Insurance Company, which plans to relocate its headquarters from Rockville to Urbana upon the building's completion in the summer of 2011. McShea also represented Natelli in the sale of 37 acres to Fannie Mae for the construction of its 220,000 square foot data facility. McShea represented State Farm Insurance Company in the sale of its 110,000 square foot Seaboard Region Headquarters building to United Health Care (formerly MAMSI) when UHC was seeking to consolidate its operations located in Rockville.
2. State of Maryland Licensed Real Estate Broker of Record: John F. McShea, III
3. McShea & Company, Inc has established a track record over more than two decades of successfully marketing real estate to prospective purchasers at a local, regional and national level. McShea's marketing, research and sales personnel bring to bear all of the resources of the McShea system and our many years of experience and match it with the specific needs of the client. We listen carefully to understand the client's goals and structure a marketing program tailored to each individual asset. The upfront planning process and collaboration with the client is key to the ultimate success of the project. We do not simply put up a "for sale" sign and wait for the phone to ring. Following are some examples of past assignments.



# Technical Proposal

---

1. **Leasing & Sale of the Bechtel Corporation Campus:** In 1998, McShea & Company, Inc. represented Bechtel Corporation in its three-state search for a new corporate campus. Bechtel ultimately entered into a lease with Manekin Corporation for its 450,000 square foot, five building campus located in Westview Corporate Center, Frederick, Maryland. In 2007, McShea brokered the sale of the property from Manekin to TA Associates Realty. TA Associates, based in Boston, is one of the largest pension fund advisors in the United States with over \$15 Billion in real estate assets under management throughout the country.
2. **Sale of BB&T Bank's Surplus Real Estate:** In 2005, North Carolina based BB&T Bank engaged McShea & Company to market and sell three surplus real estate properties remaining from its acquisition of Frederick County National Bank. McShea marketed the properties to a wide range of local, national and regional buyers. The result was the successful sale of:
  - a. 13 acres of land on Crestwood Boulevard to Abrams Development of Columbia, Maryland;
  - b. 2.5 acres of land in Urbana, Maryland to a local business owner, and;
  - c. The sale of FCNB's former headquarters building on Market Square in Downtown Frederick to a group of local businessmen.
3. **Sale of the State Farm Insurance Co. Seaboard Regional Headquarters Building:** McShea was engaged by State Farm to market and sell its 210,000 square foot regional headquarters building in Frederick, Maryland. McShea was aware that MAMSI (now United Healthcare) was in search of a 50,000 square foot building to accommodate its growth. We knew that MAMSI had been growing piecemeal in the Rockville area and was located in multiple buildings. They intended to continue growing in Rockville and were not considering Frederick. We proposed a consolidation in Frederick and convinced them to tour the State Farm building resulting in the eventual sale.
4. **Sale of 37 acres in Urbana Corporate Center to Fannie Mae:** In 2004 Fannie Mae was in the market to purchase land for a data center. McShea was not only successful in completing the transaction on behalf of Natelli Communities, the land owner, but did so in spite of Fannie Mae's reluctance to locate in Frederick. McShea's expansive geographic coverage and market knowledge proved key to the success of this transaction.
5. **Sale of Hood College's 130 acres on Bowman's Lane in Frederick, Maryland:** McShea was engaged by Hood College's consultant, Realty Capital Associates, to market and sell its 130 acres of unimproved land near the Frederick County Airport.

## Technical Proposal

---

McShea successfully sold the property to a Montgomery County based investor with assets throughout the Mid-Atlantic region.

6. **Sale of 4715 Cordell Avenue in Bethesda, Maryland to the Montgomery County Housing Opportunities Commission (MCHOC):** Montgomery County identified a requirement for Private Living Quarters (PLQ), which would provide low-cost temporary housing for County residents in transition. The requirement called for a facility in Bethesda, one of the County's highest-priced areas. Working with the County Executive's office, its liaison in charge of Special Projects, and the HOC, McShea was able to identify 4715 Cordell Avenue as a potential solution. A successful acquisition was made, with funding provided by both the County and HOC. The facility now provides 32 living units for County residents within easy walking distance of all retail amenities and Metro.
7. **The Sale of 47 & 49 South Carroll Street and 53 E All Saints Street, Frederick, Maryland:** McShea was hired by the owners to market and sell 47 & 49 South Carroll Street and 53 East All Saints Street. McShea has successfully found a purchaser for the nearly 25,000 square foot re-development site which is currently under contract and on schedule to transfer soon.
8. **The Sale of Northtech Business Center in Gaithersburg, Maryland:** McShea was engaged by the owners to market and sell this four building, 164,000 square foot office park. We led a successful nationwide marketing campaign resulting in the sale of the property to a California based Real Estate Investment Trust. *This transaction was named the Maryland Investment Sale of the Year by the Greater Washington Commercial Association of Realtors.*
9. **The Sale of the 133 acre Miller Tract at the Montgomery County Airpark:** McShea & Company was engaged by The Miller Companies to market and sell this large tract of land. We successfully sold the property to Miller & Smith (no relation to the owner), a Washington, D.C. regional home builder. *This transaction was named by the Washington Business Journal as the Land Sale of the Year and by the National Association of Industrial Office Parks as the Real Estate Deal of the Year.*
10. **Leasing and Sale of 5202 Presidents Court in Frederick, Maryland:** McShea & Company, Inc. advised a Northern Virginia based investor in its acquisition of this building from Chevy Chase Bank and was subsequently hired to lease the 235,000 square foot office building after JP Morgan Chase, which occupied the entire building, announced that it would be vacating and relocating to Columbus, Ohio. McShea was able to successfully negotiate with Chase to remain in 70,000 square feet of the building under the terms of a new five year lease. Further, we successfully



## Technical Proposal

---

leased the balance of the building to Bechtel and SAIC thereby positioning the building for its second sale in three years, this time to a New York based investor.

11. **Leasing and Sale of 9737 Washingtonian Boulevard, Gaithersburg, Maryland:** McShea was hired by the Fremont Properties, based in San Francisco, CA, to market and sell this land parcel resulting in a 285,000 square foot build-to-suit headquarters facility for Marriott International under the terms of a 15 year lease. The building was ultimately sold to an investment fund based in Hawaii. McShea acted as advisor to the purchaser.
12. **Leasing and Sale of 9841 Washingtonian Boulevard in Gaithersburg, Maryland:** McShea was engaged by the owner to lease this 104,000 square foot office building. We completed over 61,000 square feet in lease transactions with tenants including Sigma Tau, Ameriprise, Buchanan Partners, and Exeter and advised the owner in the sale of the property to a Texas based investment fund.

### Awards

- **2009 Maryland Lease Transaction of the Year** presented by GWCAR for our 115,000 square foot build-to-suit lease with Banner Life Insurance Company.
- **2008 Maryland Lease Transaction of the Year** presented by GWCAR for our 385,000 square foot lease with Bechtel Power Corporation.
- **2008 Top Producing Leasing Agents in Maryland** presented by GWCAR to Bob Dickman and Jack McShea as the highest producing leasing agents in Suburban Maryland.
- **2000-2007 Top Ten Leasing Agents** presented by GWCAR to Bob Dickman and Jack McShea as two of the top ten highest producing leasing agents in Suburban Maryland.
- **2004 Deal of the Year:** Presented by NAIOP for the 133-acre Industrial Land Sale of Airpark North Business Center.
- **2004 Land Sale of the Year:** Presented by the Washington Business Journal for the 133-acre Land Sale of the Airpark North Business Center.
- **2000 Investment Sale of the Year:** Presented by GWCAR for our representation of Richtree Corporation in the sale of the 164,000 square foot Northtech Business Center.
- **2000 Lease Transaction of the Year Finalist** Washington Business Journal Suburban for our representation of Fremont Properties of San Francisco in the leasing of a 285,000 square foot build-to-suit for Marriot International at Washingtonian Center.

## Technical Proposal

---

- **1998 Lease Transaction of the Year** presented by GWCAR Maryland for our representation of Bechtel Corporation in the leasing of its 450,000 square foot build-to-suit campus.

#### 4. Key Staff Experience

##### ***Timothy B. McShea – Co-Founder and Chairman***

Mr. McShea is a co-founder and Chairman of McShea & Company, Inc. and has been active in the Washington, DC real estate community for 27 years. He oversees day-to-day operations for the Company while also staying involved in transactions, client relationships and corporate growth strategies.

Transactions of note include the sale of 9841 Washingtonian Boulevard, a 104,000 square foot office building in Gaithersburg, Maryland; the sale of 37 acres of land in Urbana, Maryland to Fannie Mae Corporation for their data facility; and the leasing and sale of the 450,000 square feet to Bechtel Corporation Campus in Frederick, Maryland. His representation of Fremont Properties in the leasing of 285,000 square feet to Marriott International; the leasing of 80,000 square feet to Sodexo/Marriott; the leasing of 75,000 square feet to NASD; and the representation of Digex, Inc. in the leasing of its 128,000 square foot headquarters building. Tim is the past President of the Suburban Maryland/Washington, D.C. Chapter of National Association of Industrial and Office Parks.

##### ***C. Brad Benna – Leasing and Sales Associate***

Brad Benna joined McShea in July of 2008. In his prior career, Brad served as Vice President for North American Housing Corporation where he managed operations of the business. Brad's role at North American included heavy involvement with all aspects of the business from sales to production of the systems built modular construction components the company sold to small builders and developers, with a customer base from Maine to Georgia. At the peak of its performance North American managed the accounts of more than 200 Builders and closed more than 500 transactions per year. In late 2006 Brad worked with the owners of North American to complete a lucrative sale of the business. Since that time Brad has concentrated on acquisitions and management of commercial real estate holdings for a private investment group in the Frederick area.

Brad obtained a degree in Business and Accounting from Georgetown University where he graduated Cum Laude in 2000. In addition to his professional endeavors, Brad is a member of the Board of Directors for the Downtown Frederick Partnership, where he previously served as Chair of the Design Committee. He also serves on the Business and Industry Committee of Frederick Memorial Hospital and recently completed terms on the Board of Volunteer Frederick and Affordable Housing Council for Frederick County.

Currently Brad is a Landlord Representative for several local ownership groups including Ausherman Development Corporation, The Wormald Companies, and Hill Management Services. He has also completed tenant representation work locally with GAB Robins Aviation, Lovelace Respiratory Group, Insultech Inc.,



# Technical Proposal

---

WGS Systems and KPW Management and has several other tenant representation requirements pending.

## B. Submittals

### 1. Company Profile:

#### a. *Length of Time in Business*

McShea was founded in 1983 as a real estate investment and service company by Jack McShea, Jr., Tim McShea and Jack McShea, III. The company was founded on the principal of partner involvement with every client. Beginning in its early days and continuing even as the company has grown over the years, at least one of the company's seven original partners is directly involved in the oversight and delivery of services to each client. These partners communicate regularly with clients to ensure the McShea Team meets or exceeds client expectations on a daily basis. McShea currently has 150 employees, including 20 licensed real estate agents, based in offices located in Frederick, Gaithersburg, Columbia and Hagerstown, Maryland. The company manages approximately 6.5 million square feet of commercial property located throughout the Washington/Baltimore region.

#### b. *Principals' resumes*

##### **John F. McShea**

- Active in the real estate business in the Washington, DC area for 50 years.
- Managing Director and a co-founder of McShea & Company, Inc.
- President, CEO, and a trustee of the Riviere Realty Trust of Washington, DC, a publicly traded Real Estate Investment Trust for 12 years.
- Founded Atlantic Telephone Company in 1969 and served as its Chairman until its sale in 1980 to GTE, a fortune 500 company.

##### **Timothy B. McShea**

- Co-founder and Chairman of McShea & Company, Inc.
- Active in the Washington, DC real estate community for 27 years.
- Oversees day-to-day operations for the Company while also staying involved in transactions, client relationships and corporate growth strategies.
- Past President of the Suburban Maryland/Washington, D.C. Chapter of National Association of Office and Industrial Parks

##### **John F. McShea, III**

- Co-founder, President and CEO of McShea & Company, Inc.
- Active in the Washington, DC real estate community for 25 years.
- Oversees day-to-day operations for the Company while also staying involved in transactions, client relationships and corporate growth strategies.
- Civic Activities:
  - Chairman of the Board: Holy Cross Hospital, Silver Spring, Maryland

## Technical Proposal

---

- Board Member: Holy Cross Hospital Foundation
- Chairman of the Board (former): Holy Cross Hospital Foundation
- Board of Directors (Former): Frederick County YMCA
- Vice Chairman of the Board (Former): Frederick County Private Industry Council
- Board Member (former): Washington, D.C. chapter Cystic Fibrosis Foundation
- Board Member (former): Frederick County golf tournament benefiting the Cystic Fibrosis Foundation

### **Leonard F. Mongeon, CPA, Chief Operating Officer**

- Joined the firm in 1985.
- Served for six years as Executive Vice President and Chief Financial Officer at McShea & Company, Inc. before being named Chief Operating Officer.
- Member of the Company's Board of Directors.
- Currently responsible for overseeing the day-to-day operation of the Company with particular emphasis on finance.

### **Laurie Craft, CPM, President, McShea Management**

- President of McShea Management, Inc. and a member of McShea & Company, Inc.'s Board of Directors.
- Began her career with McShea in 1986.
- Over 20 years of experience in the field of commercial property management.

### **Steve Lynch, CPA, Executive Vice President, McShea Management**

- Executive Vice President of McShea Management, Inc. and a member of the Board of Directors of McShea & Company, Inc.
- Joined McShea & Company, Inc. in 1986 after working for five years in the field of public accounting for the firm of Berlin, Karam, & Ramos, P.C.
- Responsible for overseeing McShea & Company, Inc.'s accounting, IT and Human Resources departments.

### **Robert C. Dickman, Executive Vice President, Sales and Leasing**

- Been with the company since 1986.
- In addition to assisting Jack McShea in overseeing the leasing department, Bob is one of the Washington area's most experienced and productive leasing agents.
- Represents one of the largest pension fund advisors in the U.S. in the leasing of a 2.3 million square foot office portfolio.

#### *c. Project lead resumes*

Reference **Section A.4** for resumes of lead person(s) for this project.

#### *d. Real Estate License*



e. *References*  
The following references are property owners in the Frederick Market that can attest to McShea's representation experience.

1. Natelli Communities: Tom Natelli, (301) 590-7342, [tomnatelli@natelli.com](mailto:tomnatelli@natelli.com)
2. Ausherman Development Corporation: Gary Large, (301) 620-4458, [glarge@Ausherman.com](mailto:glarge@Ausherman.com)
3. Hill Management: Danielle Beyrodt, (410) 666-2662, [dbeyrodt@hillmgt.com](mailto:dbeyrodt@hillmgt.com)

f. *Statement of Principals*  
No Partners or Principals of McShea & Company are partners or carry any interest in any corporations or entities that present even the most remote conflict with respect to this assignment.

2. *Lawsuits:* To the best of our knowledge there are no pending lawsuits against McShea & Company's Leasing & Sales Division.
3. *Financials:* Please see the attached **Exhibit A** (in the labeled and enclosed envelope) for McShea & Company, Inc.'s Financial Statements.
4. *Listings within 50 Mile Radius:* McShea represents numerous owners and developers in Montgomery, Frederick and Washington Counties. Currently we have 113 listings in Montgomery County, 80 listings in Frederick County, and 27 listings in Washington County. Please see the attached **Exhibit B** for a list detailing each of our assignments. A more extensive listing can be provided upon request.



## Cost Proposal

---

The Cost Proposal contained herein covers all anticipated marketing costs incurred during the normal course of McShea's typical marketing campaigns, including exterior signage, flyers and additional materials prepared by McShea's in-house marketing department. Upon request, McShea shall prepare a budget reflecting any extraordinary marketing measures requested by "seller"; such costs shall be the responsibility of the "Seller".

- A. Forms Completed for properties we are bidding for (all four)
- B. Signed and Dated Forms including Affidavit of Qualification to Bid, Addenda Page, and Signature Page